



WATER RESOURCES CONTROL BOARD, STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	WATER RESOURCES CONTROL BOARD, STATE	RELEASE DATE:	Monday, June 21, 2010
POSITION TITLE:	EXECUTIVE DIRECTOR	FINAL FILING DATE:	Friday, July 2, 2010
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,544.00 - \$13,381.00 / Month	BULLETIN ID:	06212010_2

POSITION DESCRIPTION

Under broad policy guidance by the five-member, Governor-appointed State Water Resources Control Board, the Executive Director is responsible for planning, organizing, directing, and administering all activities and functions of the State Water Resources Control Board, including statewide policy development and program coordination with nine Regional Water Quality Control Boards.

The position is also responsible for developing and proposing State and Federal legislation affecting water quality and water rights and establishing and maintaining working relations with State, Federal and local governmental agencies, public and private organizations, the Legislature, and other special interest groups.

The State Water Resources Control Board and the nine Regional Water Quality Control Boards have approximately 1,635 staff, including a multi-disciplinary team of engineers, scientists, lawyers and support staff. The Board's budget in the current fiscal year is \$600 million.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management

functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **EXECUTIVE DIRECTOR**, with the **WATER RESOURCES CONTROL BOARD, STATE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

SCREENING CRITERIA

1. Ability to manage a multidisciplinary program, including planning, organizing, and directing program operations and experience in strategic planning, policy development and organizational awareness.
2. Demonstrated experience working on statewide policy issues involving stakeholders, executive branch leadership including the Governor's Office, and the Legislature.
3. Knowledge of the Water Board programs, policies, and procedures.
4. Knowledge and understanding of the critical issues confronting the Water Boards.
5. Ability to recognize and understand the California state political environment and consequences of actions.
6. Thorough and complete knowledge and understanding of California water quality control and water rights regulations.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Honorably discharged military veterans meeting Pattern IV of the Minimum Qualifications must submit a copy of their DD214.
- The application form and the resume must include periods of employment (month/date/year) and civil service titles.
- Applicants who fail to submit a Statement of Qualifications will be eliminated from the

examination.

Applications must be submitted by the final filing date to:

WATER RESOURCES CONTROL BOARD, STATE, Human Resources Branch/Administrative
Services

1001 I Street, 18th Floor, Sacramento, CA 95814

Yolanda Anderson | (916) 341-5111 | yanderson@waterboards.ca.gov

ADDITIONAL INFORMATION

On your Statement of Qualifications you must list each "Screening Criteria" and describe your experience, knowledge and abilities as they relate to the Screening Criteria section of this bulletin. You must provide specific examples for each Screening Criteria factor or you will be given a disqualifying score. The Statement of Qualifications should not be more than two pages in length with a font no smaller than 10- pitch. Please note that the examples you provide in the Statement of Qualifications may be the only tool used for determining your final score and rank on the eligible list.

Interested applicants must submit an original Form STD 678 - standard state application, a resume and a two-page Statement of Qualifications PRIOR TO THE CLOSE OF BUSINESS on July 2, 2010, the final file date.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The WATER RESOURCES CONTROL BOARD, STATE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>